

Property

CIVIL AIR PATROL PROPERTY MANAGEMENT AND ACCOUNTABILITY REGULATION

CAPR 174-1, dated 22 July 2010, is supplemented as follows:

1. Para, 1-8 add:
Attachment 2, "LG inspection outline" will be utilized by the Wing LG for unit inspections.
2. Para, 1-10b add:
All Unit Commanders/Supply Officers are responsible to verify the receipt of all Free Cadet Uniforms and notify National LGS if not received. The following web site provides related information. Copy the link below into your Web Browser for quicker access;
http://members.gocivilairpatrol.com/cadet_programs/new_cadet_help/cadet_uniforms.cfm
3. Section B add:
All units must consult with CTLGS/CTDC before adding any non-expendable property into Operational Resource Management System (ORMS).
4. Para. 2-9 add:
All donations of equipment must be documented on the Connecticut Wing Donation Receipt letter. Attachment 1 is a sample letter that must be used for the donation of any equipment to CAP. This sample letter can also be located on the LG section of the Connecticut Wing Web page.
5. Para 2-13 add:
All units must consult with CTLGS before transferring any non-expendable property to other units or wing.
6. Para. 2-15 add:
Units should annually in January; print each member's equipment issued report listing both non-expendable and expendable items issued.
7. Para. 2-15a add:
All Connecticut Wing issued expendable items, will be distributed to Wing units on a percentage, based on the number of cadets in each unit over the total number of cadets in the Wing as per the CAP National Monthly Membership Listing (example 06099 has 25 cadets out of 250 total cadets in the Wing, this unit will get 10% of the issuing items $250/25=10\%$). This percentage will be updated twice a year.
8. Para, 2-15b add;
No personal property (i.e. non-expendable items) will be left at Wing HQ without the knowledge of the LG section. Personal property can be either donated to Civil Air Patrol, if approved, or marked "personal property of (member's name)". All units will annotate all members personal property left at Wing/Unit HQ as stated above.
Due to the mobility of laptops, wing laptop's not located in the Wing Supply room that are being utilized by Wing personnel will be issued through ORMS to the individual utilizing the laptop, even if the laptop does not leave Wing.

All communications equipment distributed for missions, exercises, or any other type of deployment shall be accounted for before and after the activity. Members will sign for the equipment in writing on a CAPF 37 that has the CAP number of the equipment, the member's CAPID, name, and unit. The member remains responsible for the equipment until returned and checked in on the CAPF 37. The communications staff signing out and checking in returned equipment shall initial the transaction. Any discrepancies will be resolved either by finding the equipment before leaving the activity area, or initiating a Report of Survey.

9. Para. 2-16b add:
All inventories (Aircraft, Vehicles, Communications & Logistic Equipment) must be completed annually by 15 February. Units not complying with this deadline may be subject to Property Freeze as outlined in CAPR 174-1 Para 1-9.
10. Para. 2-16d(4) add:
Units will contact Wing for replacement property tags.
11. Para. 2-19 add:
Wing LGS will provide a list of files required by Wing LG.
12. Para. 2-24 add:
All Unit Commanders are responsible for retrieving both expendable and non-expendable items from individuals upon their resignation/termination from Civil Air Patrol. Attachment 3 is a sample letter that can be used for the retrieval of CAP equipment. This sample letter can also be located on the LG section of the Connecticut Wing Web page. At the wing level, it is the responsibility of the Wing Personnel Officer to inform CTLGS of the resignation/termination/transfer of any wing member.
13. Chapter 2, Section E, Para. 2-28, 2-29 & 2-31 add:
All Connecticut Wing Squadrons must contact CTLGS/CTDC before the disposal of any non-expendable item (item listed on the ORMS S-3, S-8 reports). Units will NOT initiate disposal actions. CTLGS/CTDC will complete the necessary disposal paperwork for the units.
14. Para. 6-5 add;
Annually, upon renewal, Wing LG will obtain and provide a copy of the Certificate of Insurance for each unit's location. If not received, units should request a copy from Wing LG.
15. Para. 6-8 add;
All units will establish procedures to manage and control the issuing of the unit facility key's and/or access codes. Also, units are required to notify Wing LG of any changes to their unit location.

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Wing Commander

Supersedes CTWG Supplement 67-1, dated 1 Jan 2006

OPR: LGS

Distribution: Each unit (1); Each Wing Command Staff (1); CTWG/DC (1); CTWG/SD (1); NER (1)